

## EMPLOYEE ALCOHOL AND DRUG TESTING

- I. All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol or drugs. Such alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech, or body odors of the employee. The observation must be made by a trained supervisor.

Reasonable suspicion shall not include an employee's lawful use of lawful products, where such use has no reasonable connection or nexus to the employee's work-related responsibilities or obligations under District policy.

- II. Employees who violate the District's policies or rules regarding alcohol or drug use, and employees who refuse to consent to testing shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

**Legal References:**

Sections 111.35 Wis. Stats.

Drug-Free Workplace Act of 1988 (drug-free workplace requirements)

**Cross References:**

Board Policy 4172 – Alcohol and Drug-Free Workplace

Adopted: 7/16/12

Revised: 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us